

PAPERWORK REQUIRED FOR THE FOLLOWING TRANSACTION:

ALTERATION OF PREMISES

(ALTER DEFINED- Any Increase or Decrease in the Size or Change in Character of the License Premises or Changes in the Entrance and Exit locations).

- ☐ Planning Board recommendation (Application is not complete until a recommendation has been issued by the Planning Board)
- ☐ A Certificate of Good Standing - issued through the Department of Revenue
(https://mtc.dor.state.ma.us/mtc/_/#1)
- ☐ Monetary Transmittal Form - www.mass.gov/abcc
- ☐ Application for an Alteration of Premises
- ☐ Purchase & Sale Agreement, if applicable
- ☐ Vote of Corporate Board (A corporate vote to apply for an alteration of premises signed by an authorized signatory for the proposed licensed entity)
- ☐ Tax Affidavit, All State and Local Taxes must be paid.
- ☐ Documents verifying ALL sources of Financing, (i.e. Loan Papers, Checking Accounts, Bank Accounts, Stock Sales, etc.).
- ☐ Legal Right to Occupy (A copy of the Lease or Deed)
- ☐ Must be advertised ten (10) days prior to meeting, this office will place the Legal Notice.
- ☐ Must notify ALL abutters by Certified Mail Return Receipt Request, a copy of the actual letter sent and the original green cards must be given to this office prior to meeting.
- ☐ Churches, Synagogues, Hospitals and Schools located within 500 feet of the premise must be notified by Certified Mail Return Receipt Request, a copy of actual letter sent and green cards must be given to this office prior to meeting.
- ☐ A copy of Blue Prints/Floor Plans and a definitive site plan (if drawn must be legible, accurate and to scale).
- ☐ A copy of the Certificate of Inspection.
- ☐ Application MUST be filed in Duplicate.
- ☐ A \$200.00 Filing Fee to be paid on-line at www.mass.gov/abcc
- ☐ A \$200.00 Filing Fee in a Check or Money Order made payable to the City of Chicopee.
- ☐ A \$75.00 Filing Fee in a Check or Money Order made payable to the City of Chicopee Planning Board.
- ☐ Approval of any structural changes must be made by the Building Department and the Health Department.